

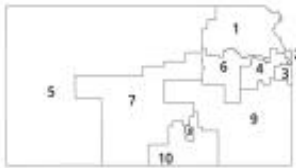
# Kansas Virtual Education Requirements and Monitoring Plan 2025-2026



*Kansas leads the world in the success of each student.*



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## SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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## MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

## VISION

Kansas leads the world in the success of each student.

## MOTTO

Kansans Can

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*Kansas leads the world in the success of each student.*

July 1, 2025

# Kansas Virtual Education Requirements and Monitoring Plan

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# Kansas Virtual Education Overview

## Per Kansas Statue 72-3712, a virtual school or Program:

- Is offered for credit.
- Uses distance learning technologies which predominately uses internet-based methods to deliver instructions.
- Involves instruction that occurs asynchronously with the teacher and pupil in separate locations.
- Requires the pupil to make academic progress toward the next grade level and matriculation from kindergarten through high school graduation.
- Requires the pupil to demonstrate competency in subject matter for each class or subject in which the pupil is enrolled as part of the virtual school.
- Requires age-appropriate pupils to complete state assessment tests.

## Per the Kansas State Department of Education (KSDE), a virtual school or program:

- Meets the definition in Kansas Statue 72-3712.
- Meets the virtual education requirements outlined in this document.
- Offers full-time or part-time virtual education to students.
- Receives approval during its multi-year performance portfolio monitoring.

The only difference between a virtual school and a virtual program is that a school has its own building number for data reporting and a program uses another school's building number for data reporting. In all other ways, they are the same, and others must adhere to these virtual requirements.

Each district may operate an unlimited number of virtual schools and programs, so long as there is no overlap of grade levels in each. For instance, a district may operate a K-6 virtual school and a 7-12 virtual school but may not operate a 9-12 virtual school and 7-12 virtual school. A district may also choose to contract with a service center for the operation of virtual program or a diploma completion program. The grade levels in the service center, operated program and a district's own virtual school or program may overlap. For instance, the district may operate a K-12 virtual school and contract with a service center for a 9-12 diploma completion program.

The following schools and programs **WILL** be covered under these requirements:

- District-operated virtual schools and programs.
- District-operated diploma completion programs that use a virtual model.
- District contracts with service centers for individual virtual programs.
- District contracts with service centers for diploma completion programs that use a virtual model.

The following schools and programs **WILL NOT** be covered under these requirements and instead will fall under the Diploma Completion Program Requirements:

- District-operated diploma completion programs that use an alternative model.
- District contracts with service centers for diploma completion programs that use an alternative model.

## New Virtual School and Program Process

Timeline of activities to become and approved virtual school or program:

1. Submit New Virtual Intent Form to KSDE by the second Friday in February.
2. Participate in new virtual training opportunities in March.
3. Participate in New Virtual Performance Portfolio Monitoring in April:
  - A. Schedule new virtual monitoring conference call date
  - B. Complete all required documents found in the KSDE Authenticated Web Application for Virtual Schools
    - a. Demographics Forms
    - b. Virtual District Assurances
    - c. New Virtual Narrative Form
  - C. Develop virtual student handbooks, assurances, rights and responsibilities
  - D. Submit all required documentation to KSDE at least one week prior to monitoring conference call date
  - E. Participate in new virtual monitoring conference call
  - F. Respond to any finding outlined in the Virtual Findings Letter within 30 Days, if Applicable
4. Receive approval to operate new virtual school or program.

KSDE will also partner new virtual directors with an existing virtual director to serve as a mentor throughout the first year when practical.

## Returning Virtual School and Program Renewal Process

Timeline of activities to remain an approved virtual school or program:

1. Complete Annual Progress Review by January 31:
  - a. Complete Virtual Demographics Forms
  - b. Complete Virtual Assurances
  - c. Complete Virtual Professional Development Reports
2. Participate in Virtual Performance Portfolio Monitoring in February/March/April (once every three years, unless risk factors identified in Annual Progress Review call for automatic monitoring that year):
  - a. Schedule virtual monitoring conference call date
  - b. Complete Returning Virtual Narrative Form
  - c. Update Virtual Student handbook/assurances/rights and responsibilities
  - d. Submit documentation to KSDE at least one week prior to monitoring conference call date
  - e. Participate in Virtual monitoring conference call
  - f. Respond to any findings outlined in the Virtual Findings Letter within 30 days, if applicable
3. Receive approval to operate virtual school or program for an additional three years.

## Returning Virtual Multi-Year Risk Based Monitoring Plan

Multi-Year, Risk-Based Monitoring Plan Timeline

### School Year 2025-2026

- All districts complete the annual Progress Review by January 31<sup>st</sup> ★
- Cohort 1 Completes Multi Year Progress Review by April 1<sup>st</sup>

### School Year 2026-2027

- All districts complete the annual Progress Review by January 31<sup>st</sup> ★
- Cohort 2 Completes Multi Year Progress Review by April 1<sup>st</sup>

### School Year 2027-2028

- All districts complete the annual Progress Review by January 31<sup>st</sup> ★
- Cohort 3 Completes Multi Year Progress Review by April 1<sup>st</sup>

### School Year 2028-2029

- All districts complete the annual Progress Review by January 31<sup>st</sup> \*
- Cohort 1 Completes Multi Year Progress Review by April 1<sup>st</sup>

*\*Risk factors may trigger monitoring process regardless of cohort stats.*

## Risk Factors

If a virtual school or program has a new virtual director identified on an Annual Progress Review, the school or program will have automatic monitoring done that year, even if it is not its cohort year.

If a virtual school or program has two or more of the following risk factors Identified on the Annual Progress review, the school or program will have automatic monitoring done that year, even if it is not its cohort year.

If a virtual school or program has only one of the following risk factors identified on the Annual Progress Review, the school or program will be invited to receive additional support from KSDE.

Risk factors include:

- More than 50% licensed staff turnover.
- Change in online curriculum provider.
- Three or more monitoring findings from previous years' Performance Portfolio Monitoring.
- Persistently unresponsive to KSDE requests.
- Three or more complaints were reported by students and/or their families.
- KSDE has the discretion to initiate monitoring in unique cases.

If a virtual school or program is pulled for automatic monitoring, the school or program will return to its original cohort cycle afterward. This may mean that a virtual school or program is monitored in back-to-back years.

## Multi-Year Monitoring Cycle Cohorts

These cohorts matched the Early Childhood and Special Education and Title Services Monitoring Cycle Cohorts.

**PLEASE NOTE:** If it is your year to be monitored, all forms and your virtual school handbook are required to be turned in one week **BEFORE** your monitoring appointment. Failure to meet this deadline could result in your monitoring session being rescheduled.

### Cohort 1

- Basehor Linwood USD 458
- Buhler USD 313
- Centre USD 397
- Coffeyville USD 445
- Derby USD 260
- De Soto USD 232
- Elk Valley USD 283 (ROCS)
- Eudora USD 491
- Educational Services and Staff Development Association of Central Kansas (ESSDACK)
- Leavenworth USD 453
- Hutchinson USD 308
- Independence USD 446
- Labette County USD 506
- Nickerson USD 309
- Ottawa USD 290
- Pratt USD 382
- Riverside USD 114
- Shawnee Mission USD 512
- Smokey Valley USD 400
- Smokey Hill USD 629
- Technology Excellence Education Network (TEEN) Interlocal 632
- Topeka USD 501
- Turner USD 202
- Wellington USD 353
- Wichita USD 259

### Cohort 2

- Abilene USD 435
- Andover USD 385
- El Dorado USD 490
- Garden City USD 457
- Goodland USD 352
- Hays USD 489
- Holcomb USD 363
- Hugoton USD 210
- Humboldt USD 258
- Kingman-Norwich USD 331
- Kiowa County USD 422
- Maize USD 266
- Manhattan-Ogden USD 383
- McPherson USD 418
- Otis-Bison USD 403
- Spring Hill USD 230
- Udall USD 463
- Ulysses USD 214

### Cohort 3

- Caldwell USD 360
- Central Plains USD 112
- Chapparral USD 361
- Clay Center USD 379
- Elkhart USD 218
- Fredonia USD 484
- Lawrence USD 497
- Newton USD 373
- Olathe USD 233
- Oxford USD 358
- Piper USD 203
- Salina USD 305
- South Central Kansas Special Education Cooperative (SCKSEC) Interlocal 628

# Personnel Requirements

## Program Director

The program director must be licensed/certified in Kansas. The local board of education may establish the type of licensure/certification required for the position. KSDE considers this person responsible for the day-to-day operation of the program and will use them as the primary point of contact for all correspondence related to the virtual school/program.

The program director is also responsible for coordinating the following services:

- **Student/family communication:** Ensure ongoing and continuous communication occurs among schools, teachers, students, families, and other virtual staff members.
- **Technical support:** Support all technical aspects of the virtual school or program, ensure the student's opportunity to learn is not hindered because of technical problems and communicate technology back-up plans to the parents/students during the enrollment process
- **Professional development:** Develop, implement and evaluate training provided to all staff, students and parents in the use of the on-line system.
- **Assessments:** Ensure that grade-level virtual students participate in all district and state assessments.
- **Data entry:** Provide data entry services for course creation, enrollment of students in virtual courses, and processing of student grades for report cards and transcripts.

## Teaching Staff

The school/program must utilize teachers that are licensed by the state of Kansas in providing instruction AND/OR have monitors that are licensed by the state of Kansas providing oversight of students and content. If virtual course monitors are employed, the student must have access to Kansas-licensed and certified-content teachers to answer content specific questions for every core subject the student is enrolled in. The virtual course monitor may answer questions for elective subjects the student is enrolled in. Teachers and virtual course monitors for adult students should be licensed at the secondary level. All virtual staff members are expected to provide responses to students and families within 24-hour turnaround during school days.

**Virtual Teacher:** Provides direct instruction to virtual students and/or grades content, provides specific assignments. MUST BE licensed and certified in the appropriate content area by the state and at the appropriate elementary, middle, or high school level by the state.

**Virtual course monitors:** Monitors virtual students in an online curriculum such that the instructions automatically grades the assignment or provides a rubric for monitors to grade assignments. MUST BE licensed at the appropriate elementary, middle, or high school level by

the state.

The virtual school or program may also employ teaching assistants/paraprofessionals to assist with small-group instruction designed by the teacher, tutoring, communication outreach with students and families, technology issues and test proctoring.

## **Counseling Staff**

The services of the Kansas-licensed counselor must be made available to all virtual students. This may be done virtually or in a face-to-face setting.

# **Program Requirements**

## **Enrollment and Funding**

Information for enrollment and funding is found at [Fiscal Auditing](#) under the Enrollment Handbook Audit Guide.

## **Attendance and Truancy**

Virtual students under 18 are subject to the requirements of compulsory attendance (K.S.A. 72-1111) and truancy (K.S.A. 72-1113). A system-generated daily attendance must be taken and maintained for each student aged 19 and younger attending virtually.

## **Courses, Credits and State Assessments**

Goals and objectives for all online courses must be correlated to state standards to ensure quality in content. Students and parents must be provided with access to the standards being taught within each online course, upon request.

Syllabus information (outlines, materials lists, communication expectations, grading policies and grading formats) and assignments completion timelines or target dates must be provided for each online course.

Students must be awarded credit when they have met all goals and demonstrated competence for the objectives outlined in each course.

Credits must be reported to the district for immediate entry onto the student's transcript at the end of each semester.

Virtual schools/programs are required to administer state assessments. Any student enrolled full time in a virtual school may choose to take the required Kansas statewide assessments in a virtual setting or in person, whichever best meets the educational needs of the student.

Students are required to take the following state assessments:

Grades 3 - 8 and 10 - math and English Language Arts

Grades 5, 8, and 11 – science

Testing information can be found at [ksassessments.org](https://ksassessments.org).

## **Communications with Students and Families**

Virtual staff will communicate with students on a weekly basis at a minimum to ensure quality education is being provided.

Required communications includes, but not limited to:

- Orientation sessions
- Feedback on performance before final course grades are awarded
- Responses to student and parent questions within a 24-hour turnaround during school days
- Formal conferences each semester and as often as necessary

A comprehensive communication plan should be in place to address the needs of the students. This plan should also identify a method of communication for when the student's direct teacher/monitor is not available.

## **Student Involvement and Support Services**

Opportunities for students to engage in interactive activities must be provided (e.g., field trips, district activities, study sessions, chat groups, video conferencing, online clubs, onsite celebration and face-to face instruction).

Students and families must be provided with an academic/activity calendar for the virtual school or program.

Communication opportunities must be provided that enable students to share with others (e.g., discussion boards, chats, virtual classrooms, emails, group online projects and round table discussions).

A District policy, that aligns with federal law, must be established for the provision of special education, English for Speakers of Other Languages (ESOL), migrant and homeless services for virtual students.

Student intervention plans must be developed for virtual students, as needed, to address attendance and academic issues.

## **Professional Development**

All staff involved with the virtual school or program must receive professional development that is appropriate for their job responsibilities, as determined by district. Professional development should be documented by district processes.

Required topics include, but are not limited to:

- Online pedagogy.
- Communication, classroom management and student engagement strategies in a virtual setting.
- Using the e-Learning system, as well as any other hardware/software required.

Per state statute, each year the district must submit a report highlighting the professional development provided to teachers who teach in virtual schools and programs. KSDE will collect this information as part of the Annual Progress Review.

## **Recruitment and Advertising**

Virtual schools and programs that accept out-of-district students must provide KSDE with a link to their virtual school or program website, if one exists by July 1.

The district that is associated with the virtual school or program must be prominently displayed on their website homepage.

Virtual schools and programs may engage in the following types of advertising: Newspaper, radio, billboards, television, flyers, and mailings.

Virtual schools and programs that plan to advertise in-person, in another district, must notify the superintendent of the district at least one week before the event. This notification may be made via email, letter or phone call. This is a courtesy notification, not a request for permission.

## School Improvement and Accreditation

Virtual schools and programs must be integrated into the district's strategic plan and included in district policies.

Virtual schools and programs must adhere to all relevant state statutes, regulations and requirements including the [Kansas Education Systems Accreditation \(KESA\)](#).

Virtual schools and programs must report all data as required by KSDE, including Kansas Individual Data on Students (KIDS) records (ASGT, ENRL, EXIT, EOYA, TEST).

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